

WHAT'S NEW AT NARA

Records Administration Conference

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Overview

- E-Government implementation
- Affiliated relationships
- Records management surveys and studies
- Scheduling and appraisal
- Electronic records guidance
- Records management training
- Federal records center program updates

Implementing the E-Gov Act

- NARA Bulletin-2006-02, *Implementing the E-Gov Act*, December 15, 2005
 - ◆ Reminds agencies of their responsibilities to identify, schedule, and transfer permanent records to NARA
 - ◆ Outlines the major pieces of existing NARA policy guidance related to electronic records management and the areas in which future policy will be made
 - ◆ Specifies milestones and targets to ensure compliance with Section 207(e) of the E-Gov Act of 2002

<http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html>

Implementing the E-Gov Act

- Federal agencies are already required to:
 - ◆ Implement processes and procedures to manage electronic records in existing systems
 - ◆ Identify and schedule electronic records in electronic information systems
 - ◆ Transfer to NARA permanent electronic records from existing or legacy systems according to approved records schedules

Implementing the E-Gov Act

- By **September 30, 2009**, agencies must document that they are meeting their records responsibilities as outlined in section 5 of NARA Bulletin 2006-02
 - ◆ For *existing* electronic records, agencies must have NARA-approved records schedules for all records in existing information systems
 - ◆ For *new* electronic records systems, records management and archival functionality must be incorporated into the design, development, and implementation of electronic systems

Affiliated Relationships Initiative

- Establish unique partnerships with agencies that disseminate scientific and technical information (STI) to preserve digital data that require long-term public access
- Ensure long-lived digital STI collections are managed in the Nation's interest
- NARA can tailor a partnership with the agency that builds on existing strengths, expertise, knowledge and resources
- Agency-by-agency or case-by-case agreement or MOU between NARA and Agency

Records Management Surveys

- Scheduling and Appraisal Services
 - ◆ Conducted for the second time in May 2006
 - ◆ Surveyed Records Officers of “active” scheduling agencies
 - ◆ 78% satisfied or very satisfied with NARA appraisal and scheduling services (22% dissatisfied)
- Expanded customer satisfaction survey in FY 2007
- 2007 survey available until May 25

Records Management Surveys

- Asset and Risk Management
 - ◆ Conducted for the first time in July 2006
 - ◆ Sent to 28 members of the CIO Council
 - ◆ 81% agree or strongly agree their agency's RM program serves as a risk mitigation tool
 - ◆ 69% had attended a NARA presentation on records management
 - ◆ RM topic of highest interest is how to manage electronic records

Records Management Studies

- 2007 RM Study focusing on key factors affecting Federal agency implementation of Records Management Application (RMA) projects
- NARA's Rocky Mountain Region leading team that will be meeting with both D.C. and regional agencies
- Results of study should lead to guidance and lessons learned for future implementations

General Records Schedules (GRS)

New additions:

- ◆ **GRS 10 expanded for Aircraft Operations**
- ◆ **GRS 1 updated to include Employee Assistance Programs and Flexiplace**

Pending:

- ◆ **Public Key Infrastructure**
- ◆ **Records of Chief Financial Officers**

Under Consideration:

- ◆ **Web Site Development and Management**
- ◆ **New Homeland Security Directives**

Other Scheduling and Appraisal Projects

- **Large scale appraisal and scheduling projects**
 - ◆ **Personal data files**
 - ◆ **US District Court records**
 - ◆ **IRS Criminal Investigation records**
- **Ongoing services: Targeted and technical assistance**

2006 ERM Guidance

- ***Frequently asked questions about Instant Messaging***
 - ◆ **<http://www.archives.gov/records-mgmt/initiatives/im-faq.html>**
- ***Implications of Recent Web Technologies for NARA Web Guidance***
 - ◆ **<http://www.archives.gov/records-mgmt/initiatives/web-tech.html>**

2007 ERM Guidance

- **New products:**
 - ◆ ***FAQ About Digital Audio/Video Records***
 - ◆ ***Practical Scheduling Tip Sheets***
 - ◆ ***FAQ for Records Stored on CDs/DVDs***

- **Forthcoming Bulletin**
 - ◆ ***Guidance Concerning the use of Enterprise Rights Management (ERM) and other encryption-related software on Federal records***

2007 ERM Guidance

- **Business process analysis checklist**
- **FAQ on the status of paper records after digitization**
- **PDF/A implementation notes**

Toolkit for Managing Electronic Records

- [toolkit.archives.gov](https://www.archives.gov/toolkit)
- Central Internet portal for sharing and obtaining proven guidance
- Currently over 51 documents, interactive guidance products, web sites, etc.
 - ◆ Best practices
 - ◆ How to Guidance
 - ◆ Process models
 - ◆ Tips and techniques
 - ◆ Lessons learned
 - ◆ Presentations
 - ◆ Answers to FAQs

NARA RM Training News

- **Impact Evaluation of Certificate Program will assess the results of training on agency RM activity**
- **New nationwide Learning Management System was launched as portal for NARA training**
www.nara.learn.com/recordsmanagement-training

NARA RM Training News

- **Use of new Web-based format – instructor-led virtual instruction**
 - **weekly webinars**
 - **immediate application to workplace records management**
 - **weekly discussion forums**
 - **easy download of materials**

NARA RM Training News

- **Records Emergency Planning and Response** (one day)
 - follows Vital Records
 - practical, specific guidance

- **Basic Electronic Records Management** (one day)
 - prepares for transition from paper to electronic

- **Records Management for Everyone**
 - ◆ self-paced, web-based introduction to RM
 - ◆ At www.nara.learn.com/recordsmanagement-training or OPM web site: www.golearn.gov
 - ◆ On CD, free from NARA, may be duplicated
 - ◆ CD + software from NARA, may be put on agency LMS

Federal Record Center Program

- FY 2006 highlights
- New and upgraded facilities
- Electronic records services
- ARCIS

Federal Records Center Program

- In Washington, DC, the Washington National Records Center (WNRC) offers:
 - ◆ Records management services
 - ◆ Electronic records storage
 - ◆ Electronic records disposal
 - ◆ Expedited reference service via courier

For additional information

Refer to the “What’s New” web page on the NARA web site

<http://www.archives.gov/records-mgmt/new.html>